

C O N F I D E N T I A L

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 FIFTH AVENUE
NEW YORK 18, NEW YORK

Operations Directive)
No. 32)
Change No. 6)

1 February 1944

CAP SOUTHERN LIAISON PATROL

1. Effective this date, paragraphs 3, 14 b, 51 a, and 51 b (5) are changed, and paragraphs 52, 53, 54, and 55 are added to Operations Directive No. 32, "CAP Southern Liaison Patrol", this Headquarters, 10 November 1942. Said changes will read as follows:

"3. Organization

In general, CAP Southern Liaison Patrol Units will be organized within the manning table presented in paragraphs 4 and 5 hereof, which show the maximum authorized strength per unit. The number of personnel of each category for each such unit will be determined by National Headquarters on the basis of actual operating requirements and will be specifically authorized in writing."

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"14. Flight Surgeons

b. Flight Surgeons will be available on call for emergency service in case of accidents and will make regular semi-monthly inspections of sanitary and living conditions and first-aid facilities and of the general health and physical fitness of the personnel on duty at the Bases. Said inspections will in each case be covered by a written report which will be submitted to the Base Commander in duplicate. One copy of the report will be retained in the Base File and one copy will be forwarded by the Base Commander to National Headquarters by indorsement thereon, which will include a statement as to steps being taken to correct any deficiencies set forth in the report."

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"51. Monthly Roster

a. A Monthly Roster (CAP Form Nos. 620 and 620-A) of personnel on duty with each Liaison Patrol as of midnight of the last day of each month and including personnel departing during the month, will be forwarded to National Headquarters not later than the 5th of the following month. Appended to each such report will be an Aircraft Status Report with break-down showing make and NC number of each airplane assigned to the Base (a) in commission and (b) out of commission. Monthly Rosters are required for use in checking pay vouchers and personnel records and in the preparation of prescribed reports."

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b. (5) Preparation of the Monthly Roster will be in accordance with instructions set forth on the following models:

(See OD-32, Ch. No. 5, dated 1 January 1944 for model of CAP Form No. 620)

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CAP Form No. 620-A

CAP LIAISON PATROL NO. 2

MONTHLY ROSTER - AIRCRAFT

Month ending 29 February 1944El Paso, Texas

(1)	(2)	(3)	(4)	(5)
NC NO.	MAKE & MODEL	DATE RPTD. & S.O. NO.	DPTR. DATE & S.O. NO.	REMARKS
<u>In Commission</u>				
12189	Stinson SR-JR	12-20-43 S.O. 350/5	X	
18354	Fairchild 24-C	6-1-42 S.O. 148/6	6-1-44	
16451	Waco YOC	8-30-43 S.O. 239/2	X	
<u>Out of Commission</u>				
14515	Stinson JR-S	12-21-43 S.O. 364/6 a	X	Dmgd. Spar
13863	Stinson SR5-E	6-25-43 S.O. 176/2	X	Top Overhaul
<u>Losses</u>				
36905	Stinson 10-A	1-1-44 S.O. 356/2	1-25-44 S.O. 26/4	Does not meet operating stand- ards
38493	Stinson 10-A	9-1-43 S.O. 240/4	1-30-44	Total loss-crash
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2/1/44

INSTRUCTIONS

- (1) Enter NC Nos. in numerical order for (a) airplanes in commission, (b) airplanes out of commission, and (c) losses during month.
- (2) Enter make and model of airplane.
- (3) Give date of reporting for current assignment, and National Headquarters Special Order No. and paragraph making assignment.
- (4) If assigned for duration, enter "X". If on duty for limited period, enter scheduled date of end of tour of duty. If aircraft has departed, enter date and National Headquarters Special Order No. and paragraph terminating assignment.
- (5) For aircraft out of commission, give reason in each case. Under Losses, enter reason for each such loss.

Page 5 of 5"52. Report of Change

a. All changes whatsoever in the assignment of personnel and airplanes will be reported to National Headquarters on CAP Forms Nos. 636 and 636-A, within twenty-four (24) hours after effective date of change. A separate report will be filed, in accordance with the sample forms attached hereto, for each individual and for each airplane.

b. Changes affecting personnel include, but are not limited to, the following:

- (1) Arrival at base pursuant to active duty assignment.
- (2) Departure from base, whether permanent or temporary, if such departure constitutes a change in current assignment.
- (3) Reassignment within the base.
- (4) Leave of absence, without per diem, granted by Base Commander.
- (5) Return to base.

c. Changes affecting aircraft include, but are not limited to, the following:

- (1) Arrival at base pursuant to active duty assignment.
- (2) Departure from base, whether permanent or temporary, if such departure constitutes a change in current assignment, including detached duty.

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- (3) Loss of aircraft resulting from accident.
- (4) Return to base.

d. Said reports will be prepared in triplicate. The original and one copy will be forwarded to National Headquarters, and one copy will be retained in the Base files.

e. In order to maintain accurate records and to support per diem and aircraft vouchers, it is imperative that National Headquarters be kept currently advised of the personnel and aircraft turn-over. Per Diem and Aircraft Vouchers will not be cleared unless "Report of Change" Forms are prepared and filed within twenty-four (24) hours after change."

"53. Monthly Financial Statements

Each Base Commander will submit to National Headquarters a complete financial statement for his Base as of the last day of each month. Said monthly financial statements will be prepared in accordance with instructions issued by National Headquarters and will be forwarded in time to reach this Headquarters not later than the tenth of the following month."

"54. Supply

Matters of supply for CAP Southern Liaison Patrols, except subsistence supplies for organized messes, will be handled in accordance with the provisions of AAF Regulation No. 65-63, "SUPPLY AND MAINTENANCE - Procedure for Furnishing Supplies and Services to the Civil Air Patrol," dated 10 September 1943. Organized messes of said units are authorized to purchase from the nearest Quartermaster Corps supply facility, such subsistence supplies as may be required in the operations of such messes. (See AR 30-2290, Ch. No. 4, dated 14 September 1943.)"

"55. Hospitalization

Members of CAP Southern Liaison Patrols "who suffer personal injury or incur sickness in line of duty while engaged on active duty assignment within the field activities of the Civil Air Patrol under the provisions of Army Air Forces regulations" may receive hospitalization in Army hospitals. (See AR 40-590, Ch. No. 18, dated 29 December 1943, amending paragraph 6 b, adding sub-paragraph 20.)"

By direction of National Commander JOHNSON:

Harry H. Blee
HARRY H. BLEE
Colonel, Air Corps
Operations Officer
Civil Air Patrol

Att.

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